

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: City Treasurer
DEPARTMENT: Finance and Administrative Services
REPORTS TO: City Manager

SALARY GRADE: 26
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

This position is responsible for the safekeeping of the City's financial assets. In addition, this position evaluates the financial performance, projects revenue and expenditure trends, and is a key member of the budget preparation team that establishes a financial plan, which is presented to the City Council for approval.

ESSENTIAL JOB FUNCTIONS:

General

Plans and implements short and medium range goals, objectives, and strategies for the department, projects, and programs to ensure efficient organization and completion of work. Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Finance

Coordinate preparation of the City's annual budget for submittal to the City Manager.

Responsible for the security of City Funds

Provide revenue and expenditure estimates for the current and subsequent fiscal year.

Coordinate preparation of the City's Comprehensive Annual Financial Report.

Manage the City's investment accounts within the legal restrictions governing such investments.

Information Technologies

Develop and propose the IT budget and work program to the City Manager.

Balance the IT needs of the City with special projects and recommend changes to the City Manager.

IMPORTANT JOB FUNCTIONS:

Provide assistance to other department heads by furnishing fiscal information, reviewing budget submittals, and by verifying the completeness and accuracy of the information.

Review proposed expenditures to determine if they are consistent with and within budget appropriations and recommend transfers of appropriations when necessary.

Exercise signatory authority for payroll, purchases and other authorized disbursement of funds.

Interpret the City's personnel regulations.

Provide special budget studies and analysis as needed

Performs other related duties as assigned.

IMPORTANT JOB FUNCTIONS:

Monitor progress of IT projects and report to the City Manager, propose changes if necessary.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or a related field; and,

10 or more years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Public Accountant necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Budget development policies and procedures.

Computerized municipal accounting and auditing systems.

Generally Accepted Accounting Principles (GAAP), policies and processes as related to governmental accounting standards and operations.

Principles, theories and practices of municipal accounting (including cost and fund accounting), auditing and financial management.

Administration of staff and activities, either directly or through subordinate supervision.

All applicable state, federal and local ordinances, laws, rules and regulations.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Local, state and federal laws and current city ordinances.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Preparing complex, concise, accurate financial reports.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally and in writing with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to analyze data and provide accurate forecasts.

Ability to establish and maintain effective working relationships with fellow employees, city officials, other government agencies, and the general public.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; speak and hear; read and write; keyboard; push, pull and/or lift up to 10 pounds; lift and/or move up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.